ADES 3635/ID Detailing

Section 001 – T/Tr 4:30pm to 5:50pm, Room: Env 115 (Environmental Sciences Building)

Instructor Contact

Name: Natalie Ellis, PhD, IIDA, LEED BD+C
Office Location: ART 256A
Office Hours: T/Tr 12:30pm-1:30pm or by or as scheduled between student and faculty. Also, by pop-up open when I’m in my office. I’ll be available after class.
Email: natalie.ellis@unt.edu

Communication Expectations: The primary tool that will be used to communicate directly with students, will be the learning management system. Students should send personal concerns or questions to me through the canvas email tool https://unt.instructure.com/. You can expect to receive a response to emails as soon as possible or within 24 hours. CLEAR has a webpage for students that provides helpful guidance (https://clear.unt.edu/online-communication-tips) that can be adapt for your use.

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

This course serves as the CVAD interior design student introduction to methods and materials of basic detailing techniques for interior design. Emphasis on detailing and specification for interior products and finishes.

As an interior designer, you can influence and impact the lives of children, elders, and adults across the world through the design of the interior space. This course examines how building materials are joined...
together. Some details are structural, some are decoration and aesthetic, some influence acoustic properties, lighting qualities, some are subtractive (such as with reveals), some are additive (trims), and some detailing is an art.

At the conclusion of the course, students will have acquired an understanding of building materials, and how to impact the design and integration of those materials as part of a sequential learning program that relates to the filed of interior design. Students will be exposed to a variety of project types, both commercial and residential.

Course Structure

ADES 3635 is a combination of studio-based projects and individual effort. This class requires a significant amount of outside work. Please be aware that participating solely in class will not be sufficient to pass. The course will require many hours of outside work to complete assignments and will increase as the semester progresses. Class time is to be used to work out questions and clarification that have arisen from your preparatory work.

The course format and content delivery will be lecture and lab opportunities. Each student is expected to come to class with their laptop and required software installed. It is imperative to come prepared in order to demonstrate your involvement with the course content. Accommodations for students unable to have a laptop will be handled on a case by case basis. The coursework consists of project assignments, discussions, and field observations. Assignments will be given in both oral and written form. The studio is informal and group interaction will be encouraged and valued.

Information is delivered during lectures and then each student, or student team will execute the assignment.

The course is structured to scaffold new knowledge and skills weekly. The course will prepare you for a professional career in interior design.

Project and Assignment Requirements: Students are responsible for collecting and saving all material assigned in the class, even if the student misses a class. DO NOT ASSUME ANYTHING, get clarifications form your instructor if you are confused about assignments or due dates. Students who miss a class may ask classmates for a copy of their handouts and class notes. It is the student’s responsibility to ensure that you receive handouts provided during class. Students are responsible for all material assigned in the text, even if it is not covered in class.

Course Prerequisites or Other Restrictions

Prerequisite(s): ADES 3610, 3620, and 3630.
Course Objectives

1. To develop the skills, ability, and judgment to conceive and execute details within an interior design project from inception to completion.
2. Emphasis will be on teaching students the impact details have on design, and the details effect on users of the space.
3. By developing an understanding of the detail methods inherent in the design industry, students can understand sustainability principles, and apply those principles to design solutions.
4. Students also develop an understanding of architectural and interior design graphic standard techniques, and how to integrate the standards into construction documents.

By the end of this course, students will be able to: CIDA 2020 Standards

ADES 3635 Std 13
- typical fabrication process, installation methods, and maintenance requirements for products and materials.
- appropriate design or specification of furnishings, equipment, materials, and finishes in relation to project criteria and human and environmental wellbeing.

ADES 3635 Std 14
- the principles of acoustical design.
- appropriate strategies for acoustical control.

ADES 3635 Std 15
- detailing and specification of interior construction materials, products, and finishes.

Digital Materials

We will be using a number of written and digital resources which will be made available to you. In addition, there are a few textbooks that will be provided as informative use.

The Adobe Creative Cloud applications are available for students to use while on-campus in one of the computer labs, during their normal hours of operation during an active semester, at no additional cost.

This is a personal subscription to Adobe CC offered at a deeply discounted institutional price. A personal subscription offers additional benefits:

- 24/7 Access to Adobe Creative Cloud.
- Allows you to install and activate Adobe CC on your personal computer. The subscription permits you to activate the Adobe CC on up to two computers at a time.
- Allows you to use the Adobe CC apps on student-checkout computers available through the UNT Libraries and elsewhere on campus.
- Allows you to use the Adobe CC apps in UNT remote-access computer labs and classrooms — contact your academic department for more information.
- Grants you 100 gigabytes of cloud storage hosted by Adobe for your files.
- Includes the Adobe applications for mobile devices and web-hosted applications available on the Adobe website.

Additionally, if a student already has a monthly subscription through Adobe but would still like to take advantage of this offer: our agreement allows anyone purchasing a subscription through this program to opt-out of that agreement after purchasing one of our subscriptions. Details for cancelling your current subscription are provided on the Web store site where you can make the purchase.

**Required textbook:**


**Teaching Philosophy**

Using Team Based Learning and Kolb’s Experiential learning theories, coursework is student centric and focused. Course content is delivered in a lecture/group discussion manner while undergirded by student-based activities for long-term learning retention. The course requires the student to develop independent thinking, time management skills, and graphic communication skills. The course leverages sequential studies to reinforce the theory and rationale behind the design process as students’ layer in new knowledge into their studio projects.

**Course Technology & Skills**

**Minimum Technology Requirements**

- Computer to meet department specifications.
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- Adobe Creative Suite (Personal license and available outside of class in the University computer labs)
- Autodesk software
- Other software deemed desirable to complete work and to the student cohort’s needs.
  - [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements)

**Computer Skills & Digital Literacy**

Provide a list of course-specific technical skills learners must have to succeed in the course, such as:

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Team instructional learning and presentations
Using spreadsheet programs
Using presentation and graphics programs

Technical Assistance
Part of working in the digital age involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324
In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm

Telephone Availability:
- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm
Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)

Rules of Engagement
Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that uses cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
• Keep in mind that online posts can be permanent, so think first before you type.

See these Engagement Guidelines (https://clear.unt.edu/online-communication-tips) for more information.

Course Requirements

The following exercises and projects will be made available to you in the course learning site, Canvas.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Qty.</th>
<th>Points</th>
<th>Total Pts.</th>
<th>Percentage</th>
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<td>160</td>
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<td>Lectures &amp; participation contributions</td>
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<tr>
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<td></td>
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</table>

A: 738 to 820 0.90
B: 656 to 737 0.80
C: 574 to 655 0.70
D: 492 to 573 0.60
F: 491 and below

Grading

Evaluation of student work in a studio class is challenging for the faculty as well as the student. All work must be seen in progress and no work will be accepted that is completed entirely out of class. Please be aware that interior design work necessitates subjective as well as objective evaluation. The student’s development of skills and amount of effort will be taken into consideration. These standards detail the meaning and level of accomplishment for grading:
A = 100 to 90% | Exceptional Work: Student goes above and beyond to a superior level.
B = 89 to 80% | Above Average Work: Student goes above and beyond to a good quality level.
C = 79 to 70% | Average work: Student meets the requirements to reach a competent level.
D = 69 to 60% | Below average work: Student doesn’t meet the requirements and is at a substandard level.
F= Below 60% | Failing grade: Grade achieved for submissions were unacceptable, late or didn’t reflect complete development and presentation merit.

Course Evaluation
Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course, May 2 to May 12, 2022.

Course Policies
Attendance and Class Participation Policies
Attendance is mandatory. The instructor and class members can offer constructive criticism only if you are present and receptive. Also, changes may occur as work progresses on the design project. If you are not present when information is discussed, you will not be able to make the necessary revisions.

Attendance will be taken for the students in the first (15) minutes of class and students must be present for the class duration. If sign-up sheets are used, no student may sign for another. Every absence over (3) will result in a letter grade reduction of the final grade for each absence. Two tardy incidences in this course will be counted as one absence. A student is tardy after the first 15 minutes of class. The instructor will not use class time to repeat information missed due to absence. Six (6) or more absences will result in automatic course failure.

No make-up opportunities will be given to any student unless that student presents the professor with a University Approved Absence Verification form within three days after the class session that was missed. The form is available in the Dean of Students Office in the Union, room 409. For more information on attendance policies, see https://deanofstudents.unt.edu/faq. Please contact the instructor via email in the event of extenuating circumstances.

As per University policy regarding food, drink, and smoking: there is to be none of the above in the classrooms and associated spaces. In consideration of the group and the effectiveness of course content delivery, please do not use cell phones (including texting), pagers, etc., during class. Laptops are to be used for class-supportive activity only. You are also expected to keep all work areas clean and all University equipment in good order.

Students are responsible for tracking their absences, and obtaining any missed material from their classmates. Each student will be held individually responsible for responding to announcements regarding any and all aspects of this course, and for receiving and storing all handouts. Each student is...
also individually responsible for acquiring lecture notes from a classmate if they miss a given class session. Be punctual. The instructor will not repeat material missed due to absence.

Students are expected to attend classes regularly and to abide by the attendance policy established for each class. If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Late and Incomplete Work
All work is due in the classroom no later than the date/time specified on the project schedule. Work turned in after the due time will be penalized at 10% per calendar day. No late work will be considered for full credit unless an Absence Verification form has been submitted (see Attendance Policy). A project will not be considered for a passing evaluation if any project phase in incomplete or not submitted.

Students may request an Incomplete per Registrar guidelines, see http://registrar.unt.edu/grades/incompletes. The student must complete the unfinished work on or before the date specified by the instructor when the Incomplete is granted. Failure to complete the entire work assignment on or before the specified completion date will result in a final grade of an “F” with no consideration given to partially completed work. Please note that an Incomplete is reserved solely for extenuating circumstances and will be granted at the discretion of the instructor.

Our quizzes will be provided through Canvas and will be administered with the Respondus lock-down feature. Students should make certain to have this downloaded. There will be a combination of closed and resource open quizzes. If quizzes are missed, the student is responsible for scheduling a make-up exam with the instructor. If quiz is missed due to unexcused absence, you will not be allowed to make up the quiz. Assignment Policy
Students will be provided each assignment through Canvas along with the assignment/project rubric evaluation chart.

Server Unavailability: The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Instructor Responsibilities and Feedback
Include a statement:

- It is the instructor’s desire to help students to grow and learn. The provided assignments and projects seek to provide clear instructions. If the students have questions, asking the instructor will
be the fastest way to gain confidence. The instructor will identify additional resources as necessary, providing grading rubrics, reviewing and updating course content, etc.).

**Syllabus Change Policy**

The instructor reserves the right to change the contents of the syllabus and/or schedule as needed to accommodate new material, guest speakers, and other educational factors that may improve class understanding, knowledge, and successful participation and completion of assignments.

**UNT Policies**

**Academic Integrity Policy**

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.]

**ADA Policy**

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (https://disability.unt.edu/).

**Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)**

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

**Emergency Notification & Procedures**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.
Retention of Student Records
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior
Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT’s Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

Access to Information - Eagle Connect
Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

Student Evaluation Administration Dates
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [dates to be announced] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.

Survivor Advocacy
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor
Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-5652648.

Student Verification
UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

Use of Student Work
A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student’s permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student’s written permission.

Download the UNT System Permission, Waiver, and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for their image or voice to be transmitted live via videoconference or streaming media. Still, all students should be informed when courses are to be conducted using either method of delivery.

2. If an instructor records student presentations, he or she must obtain permission from the student using a signed release to use the recording for future classes following the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures intending to reuse some or all of recordings for future class offerings must notify students on the course syllabus if student images may appear on the video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.
Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Class Recordings & Student Likenesses
Synchronous (live) sessions in this course will possibly be recorded if needed for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Academic Support & Student Services

Student Support Services
Mental Health
UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names
A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name
UNT eUIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.

Pronouns
Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.

You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person’s pronouns?
- How do I correct myself or others when the wrong pronoun is used?

Additional Student Support Services
- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services
- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)